

100-1843

27 November 1961

MEMORANDUM FOR: Chief, Finance Division

FROM : Chief, WH [REDACTED]

STATINTL

SUBJECT : Overtime

Overtime claimed by your employee, detailed to WH [REDACTED] as shown on the attached Summary Sheet was authorized and performed. If you wish, you may record this overtime and periodically submit a statement to us for reimbursement from our Allotment #2435-5451-1000 (Vouchered) or #2335-5451-1000 (Unvouchered).

STATINTL

[REDACTED]

STATINTL

Att.

~~SECRET~~
(When Filled In)

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO: Comptroller			
FROM: Chief, Finance Division		ALLOTMENT SYMBOL 2263-1040-1000	
PAY PERIOD		ESTIMATED NUMBER	
BEGINNING	ENDING	HOURS	EMPLOYEES
12 November 1961	25 November 1961	7	1



JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

An individual from the Comptroller's Office is working on an overtime basis with an "Eyes Only" Project.

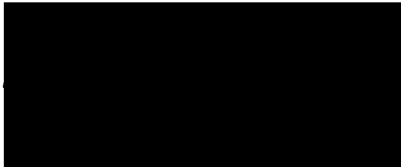
DATE 25X1A9a	TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable) Requested by [REDACTED] 25X1A9a
CONCURRENCE (if applicable) TYPED NAME AND SIGNATURE OF DIVISION CHIEF [REDACTED] Deputy Chief, Finance Division	AUTHORIZATION TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICIAL [REDACTED] E. R. SAUNDERS, Comptroller
DATE CONCURRED 6 December 1961	DATE AUTHORIZED

REPORT OF OVERTIME AND HOLIDAY WORK PERFORMED

NAME :  GS-9 STATINTL
PERIOD : 12 - 25 November 1961
COMPONENT : DDP/WH  STATINTL
CHARGEABLE TO: Allotment #2435-5451-1000 (Vouchered)
#2335-5451-1000 (Unvouchered)

<u>DATE</u>	<u>HOURS</u>	<u>O/T</u>
25 Nov 61	0830-1600	7

APPROVED: 7 Hours Overtime



27 Nov 1961

DATE

STATINTL